



Transportation Accountability Commission

Overview of Current Executive Performance Review Process

Briefing to Performance Standards Subcommittee

Ralph M. Davis
Deputy Secretary of Transportation
March 5, 2007



Contents

- Executive Performance Review Process
 - Executive Performance Review Form
 - Agency Outcome Performance Measures
 - Agency Management Scorecard

- Opportunities for Enhancement

Executive Performance Review Process

- Mix of Subjective and Standards Components
- Components of Current Executive Performance Review Form
 - Brief Description of Meritorious Job Performance (Subjective)
 - Agency Management Scorecard (Standards)
 - Recommendations or Suggestions for Improvements (Subjective)
- Agency Outcome Performance Component to be added in 2007
- Applies to All State Agency Heads, including Transportation

Executive Performance Review Form

Office of the Governor

Agency Head Performance Review

INSTRUCTIONS: (This form will expand automatically. You do not need to be limited by the size of the boxes.)

Please complete this form (Word document) for proposed agency head increases and submit to Chief of Staff by December 8th, 2006. (In subsequent years these will be due by October 24th of each year.)

PART I – Employee Information

Employee Name	Agency	Title		
Salary Current	SSN or Employee ID	Effective Date	Position Number	Cabinet Member/ Supervisor

PART II – Job Performance & Considerations

Brief Description of Meritorious Job Performance

Describe what the agency head accomplished specifically referencing their support of performance management and/or other key initiatives and accomplishments.

General Assessment of Agency Management Performance

Review current “overall” management performance across the three categories of Human Resource Management, Government Procurement & Financial Management. You should note any deviations from the standards set in the management scorecard and/or audit problems.

Recommendations or Suggestions for Improvement

PART III –Signatures

Cabinet Secretary/Supervisor	Date:
Chief of Staff	Date:
Governor	Date:



Agency Outcome Performance Measures

- ❑ Measure Agency's Outcomes/Results
- ❑ Should Tie to Agency's Mission
- ❑ Two to Four Measures Per Agency
- ❑ Performance Targets and Dates are Established for Each Measure
- ❑ Results Published on the Web at www.vaperforms.virginia.gov/

Agency Key Objectives and Outcome Performance Measures

Agency	Objectives	Measures
VDOT	Improve Highway Safety	Number of Fatalities
	Manage Congestion	Annual Hours of Delay
	Improve Quality of Projects	Construction Quality Index
	Complete Projects On-time and On-budget	% Projects Completed On-time and On-budget
DMV	Decrease Number of Traffic Fatalities	Number of Fatalities
	Provide Reasonable Customer Service Wait-time	Wait time for Majority of Customers
	Reduce Number of Interactions Between Citizen and DMV	Average Number of Interactions To Complete a Single Transaction
Aviation	Increase Aviation Utilization	Number of Enplanements Economic Activity Generated
	Provide Financial Assistance for Airport Development	Ratio of Grants Executed to Allocation
DRPT	Manage Congestion	Public Transportation Trips/Person
	Retain, Improve, Develop Railways	% Rail Enhancement Projects On-time and On-Budget
	Facilitate Dulles Metrorail Corridor Project	Timely Execution of Phase 1
VPA	Enhance Port-Related Business	Number of Port-Generated Jobs
	Increase Business Through Port	Number of Containers
	Enhance Cargo Handling Capability	Cargo Per Acre/Per Year



Agency Management Scorecard

- Measures Agency Operations in Six Categories:
 - Human Resource Management
 - Government Procurement
 - Financial Management
 - IT/Enterprise Architecture Initiatives
 - Performance Management
 - Environmental & Historic Resource Stewardship

- Standards for Each Category
 - Meets
 - Progress Toward or
 - Below Expectations

- Strengthens Agency Accountability

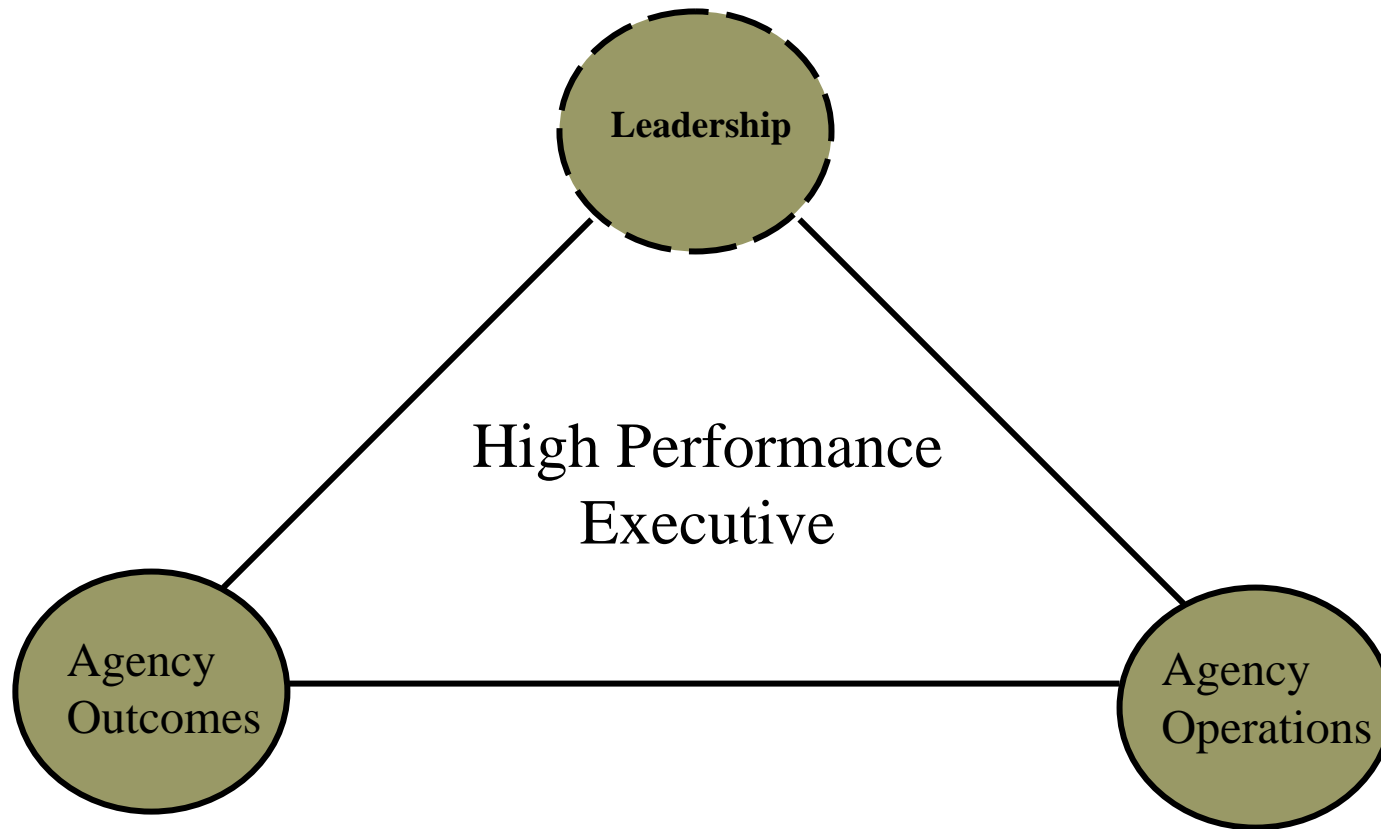
- Results Published on the Web at www.vaperforms.virginia.gov

Opportunities for Enhancement

- ❑ Develop a More Balanced Performance Review by Expanding Part II of the Performance Review Form to Include a **Leadership** Element:
 - Effectiveness at implementing Governor's priorities
 - Champions importance of goals and relationships
 - Focuses on organizational vision, shared values and motivation
 - Skills at managing conflicting constituents and priorities
 - Focuses on client/customer service
 - Other
- ❑ Establish Variable Weights for Performance Elements
- ❑ Establish Overall Performance Rating

Opportunities For Enhancement:

Balanced Executive Performance Review Process





Transportation Accountability Commission

Overview of Current Executive Performance Review Process

Briefing to Performance Standards Subcommittee

Ralph M. Davis
Deputy Secretary of Transportation
March 5, 2007